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21 January 1970

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report of Records Management Activities  
in DDS Area

The intent of this report is to reflect significant Records Management Activity in the DDS Offices for the period 1 October thru 31 December 1969.

Reports received from the DDS Offices indicate that 184 cubic feet of records, stored at the Agency Records Center, were authorized for destruction during this reporting period. This increases the cumulative total of records authorized for destruction since the beginning of the Purge in August 1968 to 3,171 cubic feet.

Although the total destruction for this quarter is somewhat less than the total destruction reported for previous quarters, this is not to be interpreted as an indication that Purge activity in the DDS Area has been completed. It is true that most of the obvious type of non essential records have been purged but we are awaiting a Legal Decision and Congressional approval that, if and when received, will permit the destruction of approximately one thousand cubic feet of records, after appropriate screening.

The review and revision of Records Control Schedules continues. Revisions to schedules of several elements of the Office of Finance resulted in substantial reductions in the retention periods for many files series. In many instances these revisions reduced the retention periods so drastically that certain records that were previously retired to the Records Center will no longer require retirement. In addition, partial revisions were made to current schedules of three offices.

A comparison of the total volume of records transferred to the Records Center during the last quarter of 1968 with this same period in 1969, showed a reduction of 64 cubic feet (from 442 to 378). This is indicative of the advantages that have been realized from the institution of the Purge. There is every reason to believe that this attitude of improved screening before depositing will result in continued reductions in the volume of records necessitating transfer to the Records Center.

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Approval was obtained in the Office of Finance to hire a retired Finance Staff Officer on a contract basis to head a small task force to purge selected retired records of the Office of Finance. This started on 12 January 1970. It is intended that this project will be undertaken on a trial basis for a period of six months. It is expected that during the next reporting period (January - March) we will be able to reduce the holdings quite substantially. The question of reducing the retention period for "Payroll vouchers for indigenous employees" is still under consideration. Through meetings with representatives of the National Archives and Records Services we feel that we can now better describe this file collection and that a sizeable portion of papers contained in this file do not meet the criteria established for "Official payroll files". The Office of Finance has prepared a letter requesting an interpretation be made by our General Counsel. It is hoped that this will be resolved this month.

Advances have also been made in the maintenance area of Records Management. The substitution of steel shelving for file cabinets in the Office of Finance, Compensation and Tax Division, has increased the filing capacity 146 cubic feet (from 370 to 516) at the same time reducing floor space requirements by 168 square feet. A further indication of adopting space savings equipment was evident in the Office of Personnel. They are considering the use of moveable compacting shelving for the storage of machine listings, provided GSA finds the additional concentration of weight to be within floor load limitations for the 5th floor of headquarters building.

We will be anxiously following the purge activity in the Office of Finance during the next quarter. We also intend to pursue with all Records Officers in the Support Directorate, the areas in which micro-filming techniques may be employed.

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DDS Records Management Officer